



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
INSTRUCTIONAL TECHNOLOGY  
P.O. BOX 480, JEFFERSON CITY, MISSOURI 65102-0480

**eMINTS TECHNICAL CONTACT QUARTERLY REPORT**

**Due October 15, January 15,  
March 15, and May 15**

NAME OF SCHOOL DISTRICT		CLUSTER	COUNTY-DISTRICT CODE
TECHNICAL CONTACT PRSON		WORK PHONE	
EMAIL ADDRESS		FAX NUMBER	
Complete the following information and mail or fax to Instructional Technology. (Fax: 573-522-1134) Report Submitted: (check one) _____ First Quarter (Due October 15) _____ Second Quarter (Due January 15) _____ Third Quarter (Due March 15) _____ Fourth Quarter (Due May 15)			
Month	Activity	Completion Date (Or N/A)	Follow-up Needed (If Yes, explain)
September	Attended eMINTS Technology Coordinators Meeting		
August/September	Adequate electrical service provided in classrooms		
	Networking completed and functional		
	Air Conditioning in place and working		
	Classroom telephones with full outside service completed and functional		
	Teacher laptops (training and home use) provided		
	Software installed on laptop (date each) <ul style="list-style-type: none"> <li>• Microsoft Office Pro</li> <li>• Inspiration</li> <li>• Microsoft Office Publisher</li> <li>• Dreamweaver</li> <li>• Filtering software</li> <li>• Web browser</li> </ul>		
	Teacher dial-up service secured		
October 1	Building connectivity in place		
	SMART Board is wall mounted, installed, and fully functional		
	Projector is permanently mounted on classroom ceiling and functional		
October 15	Teacher desk provided (if needed)		
	Teacher workstation installed, connected to the Internet, and functional (date each) <ul style="list-style-type: none"> <li>• printer</li> <li>• scanner</li> <li>• SMART Board</li> </ul>		
<b>End of first quarter</b>	<b>Complete and submit quarterly report</b>		

November 1	Digital camera in place		
December 1- January 15	Student computer desks in place		
	Student computers installed (2:1 ratio)		
<b>End of second quarter</b>	<b>Complete and submit quarterly report</b>		
<b>January 15- February 1</b>	Student computer desks in place		
	Student computers installed (2:1 ratio)		
	Software installed on student computers (date each) <ul style="list-style-type: none"> <li>• Microsoft Office Suite Standard</li> <li>• Inspiration</li> <li>• Filtering Software</li> <li>• Web browser</li> </ul>		
<b>End of third quarter</b>	<b>Complete and submit quarterly report</b>		
May-June	Teacher assisted with year-end maintenance including cleaning projector filter		
<b>End of fourth quarter</b>	<b>Complete and submit quarterly report</b>		
Responses for the following narrative section should be developed on a word processor and submitted with each quarterly checklist report. <ol style="list-style-type: none"> <li>1. How have the eMints equipment orders and installation progressed to date?</li> <li>2. Is your building principal supportive of your efforts as an eMINTS technology coordinator?</li> <li>3. How have you been able to address the technical problems/needs in the eMINTS classrooms in a timely manner?</li> <li>4. What has been the biggest challenge for you as an eMINTS technology coordinator?</li> <li>5. Other comments:</li> </ol>			